



Nebraska Office of Highway Safety (NOHS)
SELECTIVE OVERTIME ENFORCEMENT
MINI-GRANT CONTRACT APPLICATION AND AWARD

MUST BE SUBMITTED FOR APPROVAL A MINIMUM OF 30 DAYS PRIOR TO THE START OF THE ACTIVITY

Please Type

DATE: _____

APPLICANT : _____

ADDRESS : _____

CITY, STATE, ZIP : _____

TELEPHONE NO. : _____ FEDERAL I.D. NO.: _____

EMAIL ADDRESS : _____

PROJECT DESCRIPTION: The purpose of this Mini-Grant Contract is to provide funding assistance to law enforcement agencies for selective overtime enforcement in the emphasis area of: **(Check One)** Alcohol _____, Speed _____, or General Traffic _____. The funding assistance will provide reimbursement for overtime salaries and/or mileage. Regular traffic enforcement activities must remain at the current level and all activities funded by this mini-grant must be above and beyond the current level of enforcement activity.

Please complete items 1 - 5 below using the definitions are on the reverse side, and submit a copy of your department's current seat belt policy and drug-free workplace policy.

1. **Baseline Information:**

2. **Selective Overtime Enforcement Objective:**

3. **Selective Overtime Enforcement Activity:**

4. **Selective Overtime Enforcement Budget:**

5. **Impact Evaluation:**

This Mini-Grant Contract is financed on a reimbursement basis. The applicant must 1) receive approval of the Mini-Grant Contract from the NOHS; 2) incur the expenses (pay the bills); 3) request reimbursement for the amount awarded on a "Mini-Grant Contract Claim for Reimbursement (CR); and 4) complete the CR and attach the required supporting documentation as prescribed below.

- Copies of the pre- and post publicity announcing the overtime enforcement activity.
- Nebraska - Selective Overtime Enforcement Activity Summary (provided with award letter).
- Total miles driven (if mileage reimbursement is requested).
- Provide the name, number of hours worked, regular and overtime hourly rates for each officer.
- Provide the amount paid to each officer and payroll documents to substantiate each expenditure.

Within sixty (60) days from the conclusion of the activity the reimbursement request must be submitted. **After sixty (60) days, reimbursements will not be honored.** **Acceptance of Conditions:** The Mini-Grant Contract Award recipient agrees to all applicable federal and state laws, rules and regulations. Failure to comply with these conditions may result in termination of this Grant Contract Award. All Awards are subject to availability of Federal Funding.

Authorized Signature of Applicant Date

Print or Type Name

Nebraska Office of Highway Safety Date

Fred E Zwonechek, Administrator
Print or Type Name

Return completed form to: Nebraska Office of Highway Safety
P.O. Box 94612
Lincoln, Nebraska 68509-4612

Phone (402) 471-2515
FAX (402) 471-3865

TO BE COMPLETED BY NOHS

FUNDING ASSISTANCE: The NOHS will provide reimbursement for the following expenditures:

Overtime Salaries \$ _____ and Mileage \$ _____. Total Reimbursement not to Exceed \$ _____.

Project No.: _____ **SB:** _____ **DF:** _____ **Contract Approval Date:** _____

The Catalog of Federal Domestic Assistance (CFDA) number assigned to this Mini-Grant Contract is _____.

DEFINITIONS

BASELINE INFORMATION explains the following:

- Who* is being affected by a specific injury problem
- What* injuries are occurring (type, severity and frequency of fatal and non-fatal injury)
 - include at least 3 years of data
- When* the injuries are occurring (i.e., time of day, day of week)
- Where* the injuries are occurring (specific geographic location)
- Why* the injuries are occurring (contributing factors -- i.e., alcohol, speed, lack of belt use, etc.)

NOTE: The number of deaths is low in most communities. Non-fatal serious injury crash data may provide a more complete picture.

SELECTIVE OVERTIME ENFORCEMENT OBJECTIVE

Every selective overtime enforcement activity must have an objective to reduce fatal and serious injury crashes as outlined by the baseline information. The objective states exactly how much injury reduction will be achieved in a specific period of time. The contributing factors must also be addressed (i.e., alcohol, speed, etc.). Every objective must be SMART: Specific, Measurable, Action oriented, Realistic, and have a Time frame.

SELECTIVE OVERTIME ENFORCEMENT ACTIVITY

The activity must coincide with the problems outlined in the baseline data and respond to the stated objective. The specific locations, time of day, day of week, number of officers and traffic problem (i.e., alcohol, speed, etc.) must be included.

SELECTIVE OVERTIME ENFORCEMENT BUDGET

The budget must include the total number of officers, total number of hours, officers hourly rate of pay, the anticipated mileage, and the total amount of funding assistance being requested.

IMPACT EVALUATION answers the question "Did we reduce injuries?"

In the application, explain what you will evaluate. In the project summary (submitted after the completion of the activity) answer the following:

- Question #1: Did the activity reduce the types of injuries that were targeted?
- Question #2: Did the activity reduce those kinds of injuries by as much as predicted?